



APPLICATION & POLICIES

BIG: Boating Infrastructure Grant Program

2004 Projects



JANUARY 2004

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INSTRUCTIONS

Introduction This booklet contains policies, instructions and blank forms needed to complete a grant application for the Boating Infrastructure Grant (BIG) Program. The Interagency Committee for Outdoor Recreation (IAC) administers this program.

Most of this information may be submitted on-line using IAC's computerized PProject Information System (PRISM). A few application items cannot be submitted on-line. These include maps, plans, evaluation question responses, etc., which must be delivered to the address below.

Contacting IAC, Application Submission Address Interagency Committee for Outdoor Recreation
Natural Resources Building
1111 Washington Street SE Phone (360) 902-3000
PO Box 40917 FAX (360) 902-3026
Olympia, WA 98504-0917 TDD (360) 902-1996
E-mail info@iac.wa.gov

Internet Web Page ~ <http://www.iac.wa.gov>

IAC project managers are available to assist by answering questions concerning the information contained in this booklet, please feel free to call.

Applicability Not all forms/elements in this booklet are applicable to every grant proposal. Complete only the information that applies to your project. The checklist on page 8 should help you determine which documents we require.

Related Information Related information is contained in:

- ▶ *Development Projects: Policies* (Manual 4)
- ▶ *Funded Projects: Policies & the Project Agreement* (Manual 7)
- ▶ *Reimbursements: IAC/SRFB Grant Programs* (Manual 8)
- ▶ 50 Code of Federal Regulations (CFR) Part 86, *Boating Infrastructure Grant Program: Final Rule*.

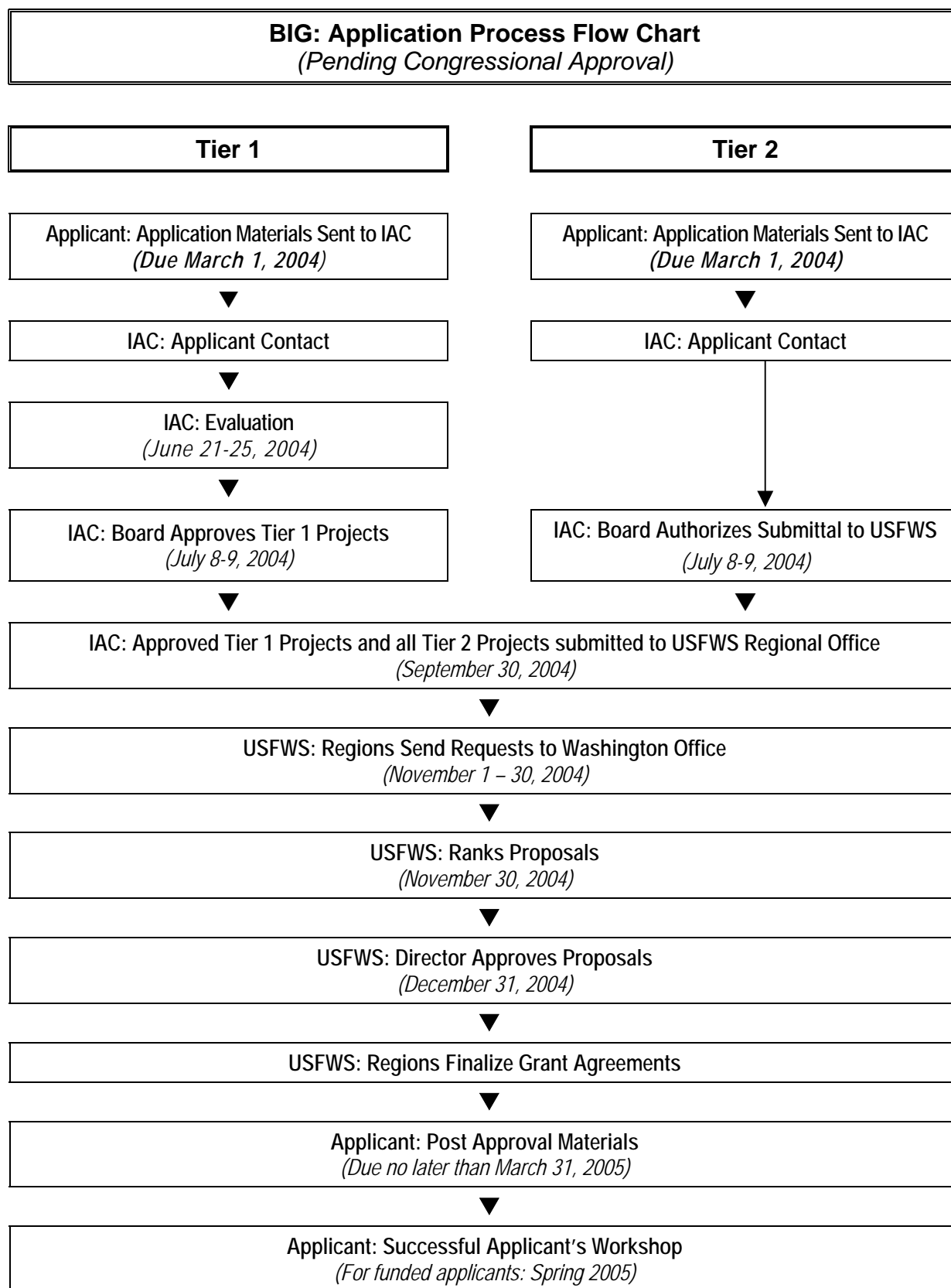
GENERAL PROGRAM & POLICY INFORMATION

Purpose	The purpose of this program is to develop and renovate boating facilities targeting recreational boats 26 feet and larger. Funds may also be used to provide information and enhance boater education.
Eligible Grant Recipients	<ul style="list-style-type: none">‣ Municipal subdivisions (cities, towns, counties, and districts: port, park and recreation, public utility, etc.)‣ Qualified nonprofit organizations‣ Qualified private operators‣ State agencies‣ Tribal governments. <p>A "qualified" private operator or nonprofit organization:</p> <ul style="list-style-type: none">‣ Is registered with the State of Washington's Secretary of State;‣ Has an equivalent successor identified in its articles of organization;‣ Has been active in recreational boating for a minimum of 3 years;‣ Does not require exclusive use of the facilities funded through this program;‣ Does not discriminate on the basis of race, religion, creed, gender, disability, or income;‣ Provides evidence that its primary purpose or business is recreational boating; and‣ Meets federal eligibility requirements.
Eligible Projects	<p><i>Development and/or Renovation</i></p> <ul style="list-style-type: none">‣ Boarding floats, transient moorage floats, fixed docks, piers, buoys‣ Breakwaters‣ Dinghy docks‣ Navigational aids‣ Upland support facilities – restrooms/showers, utilities, etc. <p><i>Education and Information</i></p> <ul style="list-style-type: none">‣ Charts, guides, brochures.
Revenue Source	Funds come from a portion of the federal Aquatic Resources Trust Fund as allowed by law.
Fund Limits	<ul style="list-style-type: none">‣ Tier 1 – minimum grant request \$5,000, maximum \$95,000‣ Tier 2 – minimum grant request \$100,001, no maximum.

**Evaluation
Process**

Evaluators will rank project proposals using the criteria in Appendix A (page 27), as established by the US Fish & Wildlife Service (USFWS).

- ▶ Tier 1 – An IAC approved evaluation team will evaluate projects and provide a ranked list for consideration. IAC's Board/Director will approve the final list of projects to be sent to the federal government for funding consideration.
- ▶ Tier 2 – IAC's Board/Director will also approve the list of Tier 2 proposals to be sent to the USFWS without state evaluation. The USFWS will evaluate Tier 2 projects.



**Application
Process**

1. ***Send Application Materials to IAC.*** Assemble the completed and *unbound* forms, maps, plans, and visuals and mail or hand carry flat/unfolded to IAC. Do not send faxes. Retain at least one copy of all materials for your records. IAC will return ***applications that are illegible or postmarked after the due date.***

If you apply on-line via PRISM, you must input and “submit” the required data by the deadline. Remaining materials (application authorization, maps, plans, and visuals) must be postmarked by the application deadline.
2. ***Notice of Completion/Deficiencies.*** After receipt and review of the application, IAC will send you an application checklist, current program schedule, and a copy of your Project Summary and Cost Estimate. This generally occurs within a month of the application deadline.
3. ***Applicant Contact and Possible On-Site Inspection.*** As early in the funding cycle as possible, an IAC Project Manager will contact each applicant to review project application information. IAC Project Managers may visit project sites.
4. ***Technical Completion Deadline.*** The Technical Completion Deadline is the date by which *all* application materials must be complete, in final form, and received by IAC.
5. ***Evaluation.*** An evaluation team reviews and scores Tier 1 projects submitted for funding. The evaluation process results in a ranked list of projects that is used by staff to develop a funding recommendation for IAC’s Director.
6. ***Certification of Sponsor Match.*** Before final funding approval, IAC sends a letter to applicants who may be funded requesting verification that their matching share is committed and available.
7. ***Preliminary Approval.*** IAC’s Board/Director approves the Tier 1 and Tier 2 projects that will be forwarded to the US Fish and Wildlife Service (USFWS).
8. ***USFWS Approval.*** USFWS ranks and approves both Tier 1 and Tier 2 projects as part of a national competition. They will then finalize their grant agreements with IAC.
9. ***Post Approval Materials.*** After approval of funding, successful applicants must provide additional information. IAC will send a letter and checklist requesting this supplemental material, described on page 35. The items needed are based on project type and will help ensure eligibility and adequate control and tenure. Your IAC project manager is available to assist if necessary.

Documents must be provided within 90 days of IAC funding approval. We do, however, encourage applicants to provide this information as soon as possible so we can distribute signed Project Agreements at our Successful Applicant Workshop(s). Post approval materials required in the 2004 BFP grant cycle are described in Appendix E, page 35.

10. **Successful Applicant Workshops.** After funding approval, IAC will conduct a Successful Applicant Workshop. A representative from each agency awarded a grant must attend this meeting.
 - a. Describes procedures for funded projects,
 - b. Explains information included in the Project Agreement,
 - c. Discusses reimbursement procedures,
 - d. Distributes Project Agreements to applicants that have completed all post approval requirements, and
 - e. Addresses other pertinent issues.

Application Deadlines

There are two fund categories for the Boating Infrastructure Grant (BIG) program: Tier 1 and Tier 2. Summary details regarding each category are provided in Appendix C (page 31). ***Applications for each category must be submitted (postmarked or delivered) by:***

- ▶ Tier 1 – March 1, 2004
- ▶ Tier 2 – March 1, 2004

Application Materials

A complete grant application, as shown on page 8, consists of:

- ▶ *The completed blank forms in this booklet (one set).* We ask your cooperation in completing these forms. While we understand the applicant's desire for simplicity, we also understand the public's need to know "where the money goes." You may also apply on-line via your local Internet connection with IAC's Project Information System (PRISM).
- ▶ *Maps, plans, and visuals.* See page 24 for details.
 - ▷ Tier 1: provide eight copies
 - ▷ Tier 2: provide two copies
- ▶ *Authorizing Resolution.* The Resolution must be adopted in an open public meeting. See page 26.
- ▶ *Written narrative.* Tier 2 applicants only must also provide a written narrative that describes the project: *Needs, Objectives, Approach, Benefits, Results, and Costs.* A sample narrative is show in Appendix D (page 32).
- ▶ *Evaluation question responses.* Applicants must submit written responses to the team-scored evaluation criteria in Appendix A. At your request, IAC staff will review/critique your written responses to these questions. To obtain this review, submit a written draft to your IAC project manager by April 15, 2004. Applicants may use

the forms on page 22 *or* submit responses as follows:

- ▷ Use white, 8½ x 11 inch paper, with 1-inch margins.
- ▷ Use a font such as Arial or Times Roman, 12-point size.
- ▷ On the top of each page print the applicant and project name, and date written.
- ▷ For each question, and in order, print the question's number, followed by the question/title, and then your answer. Each question must have its own separate answer.
- ▷ Submit no more than three single-sided pages.

**Estimated
Funds
Available**

Pending Congressional approval, grant awards will be made by Spring 2005. Estimated funds available for the two categories are:

- ▶ Tier 1 - \$95,000
- ▶ Tier 2 – no estimate.

**Matching and
Donated
Resources**

Project applicants must match a portion of the grant award by contributing resources to the project. ***A 25% match is required for all projects.*** Projects with a match higher than 25% will receive additional points under one question included in the evaluation criteria. Applicants will be asked to verify the availability of the matching share approximately 30 days before grants are awarded.

Matching resources may include bonds, grants, labor, equipment, materials, etc. All matching resources must be an integral and necessary part of the approved project. IAC's policies regarding valuation of donations and corrections labor are in Appendix B (page 28).

Boating Infrastructure Grant Program Application Checklist				
✓	Item	Page	Development	Education & Information
	Application Authorization Memo (original signature required)	Page 10	✓	✓
P R I S M	1-General Application Information	Page 11	✓	✓
	2-Applicant / Organization Information	Page 11	✓	✓
	3-Project Contact	Page 12	✓	✓
	4-Description of Project	Page 12	✓	✓
	5-Funding Request	Page 13	✓	✓
	6a-Development Cost Estimates	Page 14	✓	-
	6b-Education Cost Estimates	Page 17	-	✓
	7a-b-Application Questionnaire (Development projects)	Page 18	✓	-
	7b-c-Application Questionnaire (Education projects)	Page 19	-	✓
	8-Location Information	Page 20	✓	✓
	9-Permits Required	Page 21	✓	✓
	10-Evaluation Questionnaire (details included in Appendix A,, page 27)	Page 22	✓	✓
	11a-Maps (location and service area)	Page 24	✓	✓
	11b-Plans (site plans and maps)	Page 24	✓	✓
	11c-Visuals	Page 24	Optional	Optional
	12- Authorizing Resolution (Local Agencies)	Page 26	✓	✓
Tier 2 Only	Program Narrative (example provided in Appendix D)	Page 32	✓	✓

All application materials due March 1, 2004

Application Forms

Application Authorization Memorandum

TO: Interagency Committee for Outdoor Recreation (IAC)
PO Box 40917
Olympia, Washington 98504-0917

FROM: _____
(Name)

IAC is hereby requested to consider this application for financial assistance for the outdoor recreation or habitat conservation project(s) described below and to grant funding from such State and Federal sources as may be available. This application has been prepared with full knowledge of and in compliance with IAC's Manuals. Further, we agree to cooperate with the IAC by furnishing such additional information as may be necessary to execute an IAC Project Agreement and to adhere to all appropriate state and federal statutes governing grant monies under the Project Agreement. We are aware that the grant, if approved, will be paid on a reimbursement basis. We agree that all application materials, including photos, slides, site drawings, maps, etc., may be used by IAC for education, information, or other non-commercial purposes in IAC publications, presentations, or on IAC's web site.

Project Name(s): _____
(Attach list
if necessary) _____

Project Contact Person:

Name: _____
Title: _____
Telephone Number: _____

I/we certify that to the best of our knowledge, the information in this application is true and correct. In addition, I/we certify that the matching resources identified in the grant are committed to the above project. I/we acknowledge responsibility for supporting all non-cash commitments and donations should they not materialize.

Authorized Representative: _____
(Signature) (Date)

1. General Application Information

Project Name

Program ☒ Boating Infrastructure Grant (BIG) ☐ Tier 1 ☐ Tier 2

Project
Type
(check
one) ☐ Development
 ☐ Education

2. Applicant / Organization Information

Complete one for each sponsor.

Organization Name

Organization Type (check one)

<input type="checkbox"/> City/Town	<input type="checkbox"/> Private Entity	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Port District
<input type="checkbox"/> County	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Parks Dept	<input type="checkbox"/> Public Utility District
<input type="checkbox"/> Engineering / Public Works	<input type="checkbox"/> Native American Tribe	<input type="checkbox"/> Park District	<input type="checkbox"/> State Agency

Organization Address

Address

City/Town

State, Zip

Telephone

FAX

Email

Website

3. Project Contact

Complete one for each contact.

Mr. <input type="checkbox"/>	Ms. <input type="checkbox"/>	First Name	Last Name
Title			
Contact Type (all projects require a "Project Manager" contact)			
<input type="checkbox"/> Project Manager	<input type="checkbox"/> Billing	<input type="checkbox"/> Land Specialist	
<input type="checkbox"/> Alternate Project Manager	<input type="checkbox"/> Consultant	<input type="checkbox"/> Planner	
<input type="checkbox"/> Agreement	<input type="checkbox"/> Engineer/Architect		
Contact Mailing Address			
Address			
City/Town			
State, Zip			
Work Phone			
FAX			
Other Phone			
Email			

4. Description of Project

This description becomes part of a one-page project summary made available to legislators, IAC staff and board, evaluators, and members of the public. It is very important to be clear, concise and thorough. Simply state your project ***needs, objectives, approach, and anticipated results/benefits***. Additional information may include: partnerships groups and organizations supporting the project, previous or anticipated phases, unique attributes, etc. IAC's database limits the space for this narrative to 1500 characters, including spaces. We will delete text that exceeds this limit.

5. Funding Request

Remember to update this section whenever changes are made to your cost estimates.

A. Total Project Cost \$ _____ (A)

Sponsor Match (The minimum match for BIG projects is 25 percent.)

Appropriation/Cash	\$ _____
Bonds - Council	\$ _____
Bonds - Voter	\$ _____
Cash Donations	\$ _____
Conservation Futures	\$ _____
Donated Equipment	\$ _____
Donated Labor	\$ _____
Donated Materials	\$ _____
Federal Grant	\$ _____
Force Acct - Equipment	\$ _____
Force Acct - Labor	\$ _____
Force Acct - Materials	\$ _____
Grant - Other	\$ _____
Levy - Voter Approved	\$ _____
Local Improvement Dist (LID)	\$ _____
State Grant	\$ _____

B. Total Sponsor Match Contribution \$ _____ (B)

C. IAC Funding Request (grant requested) \$ _____ (C)

Tier 1 - \$5,000 minimum, \$95,000 maximum

Tier 2 - \$100,001 minimum, no maximum

- **A = B + C. Total Project Cost is the grant request plus the sponsor match.**
- "A" *must* be the total of all cost estimates from the pages which follow.
- Many applicants find it is best to complete the cost estimate(s), beginning on the next page, *before* completing the funding request.

The "Total Project Cost" ("A") must equal the total from the Cost Estimates on the following pages.

6a. BIG: Development Cost EstimatesComplete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Building & Structures					
Building & structures - other	Lump sum			Describe	
Storage	Each			Sq Ft	
Well house	Sq Ft			Optional	
Fencing & Gates					
Barrier rocks	Lump sum			Optional	
Bollards	Each			Material	
Concrete barrier	Linear Ft			Describe	
Fencing & gates - other	Lump sum			Describe	
Fencing - chain link	Linear Ft			Height/gauge	
Fencing - portable	Linear Ft			Optional	
Fencing - vinyl	Linear Ft			Height/gauge	
Fencing - wire	Linear Ft			Strands	
Fencing - wood	Linear Ft			Height	
Gates	Each			Describe	
Landscaping					
Drainage system	Lump sum			Describe	
Grass - hydro seed	Acres			Optional	
Grass - seed	Acres			Optional	
Grass - sod	Acres			Optional	
Ground cover	Sq Ft			Describe	
Habitat enhancement	Lump sum			Describe	
Irrigation - automatic for shrubs/planters	Sq Ft			Optional	
Irrigation - automatic for turf	Acres			Optional	
Irrigation - manual for shrubs/planters	Sq Ft			Optional	
Irrigation - manual for turf	Acres			Optional	
Landscaping - other	Lump sum			Describe	
Planters	Each			Describe	
Raised beds	Sq Ft			Optional	
Soil amenities	Lump sum			Describe	
Top soil/mulch	Yds			Optional	
Transplanting & revegetation	Sq Ft			Optional	
Trees/shrubs	Lump sum			Optional	
Lighting					
General security	Lump sum			Describe	
Lighting - other	Lump sum			Describe	
Parking and roads	Lump sum			Describe	
Park Amenities					
Park amenities - other	Lump sum			Describe	
Phone - coin operated	Each			Optional	
Park Furniture					
Benches	Each			Describe	
Bike racks	Each			Optional	
Bleachers	Each			Describe	
Drinking fountain	Each			Describe	
Park furniture - other	Lump sum			Describe	
Recycle station	Lump sum			Describe	
Tables	Each			Describe	
Tables - covered	Each			Describe	
Trash receptacles	Each			Describe	

6a. BIG: Development Cost Estimates					
Complete only elements/items that apply to your project. <i>Use only whole dollar amounts.</i>					
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Permits					
Permits	Lump sum			Optional	
Restrooms					
Accessible portable sani-can	Each			Optional	
Composting	Each			Sq Ft	
Flush	Each			Sq Ft	
Portable sani-can pads	Each			Optional	
Portable sani-cans	Each			Optional	
Restroom with showers	Each			Sq Ft	
Restroom with showers/laundry	Each			Sq Ft	
Restroom with storage	Each			Sq Ft	
Restrooms - other	Lump sum			Describe	
Showers	Each			Sq Ft	
Vault	Each			Sq Ft	
Shelters					
Interpretive shelters	Each			Sq Ft	
Kiosk	Each			Sq Ft	
Picnic	Each			Sq Ft	
Shelters - other	Lump sum			Describe	
Viewing	Each			Sq Ft	
Signing					
Boundary signs	Each			Optional	
General park signs	Lump sum			Optional	
Interpretive display	Lump Sum			Describe	
Interpretive signs	Each			Describe	
Kiosk signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Pavement markers	Lump sum			Optional	
Permanent entrance sign	Each			Describe	
Registration information	Lump sum			Describe	
Rules and regulations	Lump sum			Optional	
Signing - other	Lump sum			Describe	
Speaker boxes	Each			Describe	
Traffic/directional signs	Lump sum			Optional	
Site Preparation					
Clearing	Acres			Optional	
Cut	Cubic Yds			Optional	
Demolition	Lump sum			Optional	
Erosion control	Lump sum			Describe	
Fill	Cubic Yds			Optional	
Grading	Acres			Optional	
Grubbing	Acres			Describe	
Mobilization	Lump sum			Optional	
Site preparation - other	Lump sum			Describe	
Top soil	Cubic Yds			Optional	
Utilities					
Bio filtration - drainage swell	Lump sum			Describe	
Catch basins	Each			Optional	
Electric transformers/panels	Lump sum			Describe	
Fire hydrant	Each			Optional	
Gas	Linear Ft			Optional	
General service connection	Lump sum			Describe	

6a. BIG: Development Cost EstimatesComplete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Lift station	Each			Optional	
Manholes	Each			Optional	
Phone service	Lump sum			Optional	
Power	Linear Ft			Optional	
Sanitary sewer	Linear Ft			Optional	
Security system	Each			Describe	
Septic system(s)	Each			Optional	
Storm sewer	Linear Ft			Optional	
Storm water retention	Lump sum			Describe	
Surface drainage	Lump sum			Describe	
Utilities - other	Lump sum			Describe	
Utility relocation	Lump sum			Describe	
Water meter	Lump sum			Describe	
Water system(s)/wells	Lump sum			Describe	
Water treatment facility	Lump sum			Describe	
Viewpoints					
Viewpoints	Lump sum			Describe	
Water Access Facilities					
Breakwater - floating	Lump sum			Size	
Breakwater - rock	Lump sum			Size	
Breakwater - waveboard	Lump sum			Size	
Bulkhead improvements	Lump sum			Optional	
Dredging	Cubic Yds			Describe	
Gangway - aluminum	Linear Ft			Length/width	
Gangway - PVC	Linear Ft			Length/width	
Gangway - wood	Linear Ft			Length/width	
Loading floats - concrete	Linear Ft			Length/width	
Loading floats - PVC	Linear Ft			Length/width	
Loading floats - wood	Linear Ft			Length/width	
Log boom	Linear Ft			Optional	
Moorage buoys	Each			Optional	
Moorage floats - concrete	Linear Ft			Length/width	
Moorage floats - PVC	Linear Ft			Length/width	
Moorage floats - wood	Linear Ft			Length/width	
Moorage system - linear	Linear Ft			Optional	
Piers	Lump sum			Length/width	
Pilings - concrete	Each			Optional	
Pilings - PVC	Each			Optional	
Pilings - steel	Each			Optional	
Pilings - wood	Each			Optional	
Rip-rap	Lump sum			Optional	
Seawall	Lump sum			Length/width	
Sewage pump-out	Each			Describe	
Slips	Each			Size	
Utilities - dump station	Each			Describe	
Utilities - electric	Linear Ft			Optional	
Utilities - fire dryline	Linear Ft			Optional	
Utilities - water	Linear Ft			Optional	
Water access facilities - other	Lump sum			Describe	
Sub-Total					
Sales Tax					

6a. BIG: Development Cost Estimates

Complete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Architecture & Engineering (limit is 20% of Sub-Total)					
TOTAL DEVELOPMENT COSTS					

6b. BIG: Education Cost Estimates

Complete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Communications					
Advertising	Lump sum			Optional	
Communications – other	Lump sum			Optional	
Postage	Lump sum			Optional	
Printing, binding, copying	Lump sum			Optional	
Telephone	Lump sum			Optional	
Professional Services					
Consultant(s)	Lump sum			Optional	
Mapping/GIS	Lump sum			Optional	
Photography	Lump sum			Optional	
Professional services – other	Lump sum			Optional	
Salaries & Benefits					
Salary and benefits	Lump sum			Describe	
Supplies					
Forms, maps, stationery	Lump sum			Optional	
General supplies	Lump sum			Optional	
Publications	Lump sum			Optional	
Supplies – other	Lump sum			Describe	
Transportation/Travel					
Fuel	Gallons			Optional	
Mileage	Rate			Miles	
Per diem	Each			Optional	
Transportation/travel - other	Lump sum			Describe	
Vehicle use	Rate/month			Optional	
Sub-Totals					
Sales Tax					
TOTAL COSTS					

7a. BIG: Application Questions

All Development Project Applicants Must Answer The Following Questions

Who will be responsible for administration, design, and/or implementation of this project (i.e. in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.)? Explain:

What type of landowner currently owns the property: Federal, Local, Private, State, Tribal, Prison?

Does the applicant have title to the site? If yes, explain:

Does the applicant hold a lease, easement, or legal use agreement on the site that permits the proposed use? If yes, when will it expire? Explain.

Is there, or will there be, any significant public access or use restrictions? If yes, explain:

Is the worksite(s) located within a park, wildlife refuge, natural area preserve, or other recreation or habitat site? If yes, name the area.

Is the work site(s) on a stream and/or other water body? If yes, name the stream and/or water body. If the stream is a tributary of a larger stream, also name the larger stream. If you know the river mile, list it here.

What are the geographic coordinates of the work site(s) [in degrees, minutes and seconds]? Describe where and how they were taken. If you do not have them, you may leave this question blank.

What are the township/range/section of the work site(s)? If you do not have them, you may leave this question blank.

In what county(s) is the work site(s) located? In what city, if applicable?

Does this application contain state, federal or other grants as part of the "sponsor match"?
If "yes," name the grant(s) and the date the grant will be available.

LOCAL AGENCIES ONLY. Does the sponsor's share involve bonds or Local Improvement Districts (LIDs)?
If yes, give date bonds or LID will be available and explain.

GOVERNMENT AGENCY APPLICANTS ONLY: Does this application contain elements required as part of a mitigation plan? If yes, explain:

Is the facility located on a navigable water body of at least 6 feet of depth at lowest tide?

7b. BIG: Application Questions

Nonprofit Applicants Must Answer The Following Questions

Is your organization registered as a nonprofit with the Washington Secretary of State?
If so, what is your Unified Business Identifier (UBI) number?

How long has your organization been involved in the activity for which you are applying (for example, marina operation, etc.)?

What date was your organization created?

7c. BIG: Application Questions**All Education Project Applicants Must Answer The Following Questions**

Who will be responsible for administration, design, and/or implementation of this project (i.e. in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.)? Explain:

Is the worksite(s) located within a park, wildlife refuge, natural area preserve, or other recreation or habitat site? If yes, name the area.

In what county(s) is the work site(s) located? In what city, if applicable?

Does this application contain state, federal or other grants as part of the "sponsor match"? If "yes," name the grant(s) and the date the grant will be available.

8. Location Information

Provide directions that will enable IAC staff to find the project.

Current landowner(s) of the site (name and address) – optional.

9. Permits Required (Check the appropriate boxes to indicate required and/or anticipated permits.)	
Permits	Comments Regarding Permit Status
<input type="checkbox"/> Aquatic Lands Use Authorization (Dept. of Natural Resources)	
<input type="checkbox"/> Building Permit (City/County)	
<input type="checkbox"/> Clear and Grade Permit (City/County)	
<input type="checkbox"/> Cultural Assessment (Section 106) (CTED-OAHP)	
<input type="checkbox"/> Dredge Fill Permit (Section 10/404 or 404) (US Army Corp of Engineers)	
<input type="checkbox"/> Endangered Species Act Compliance (US Fish & Wildlife/NMFS)	
<input type="checkbox"/> Forest Practices Application (Forest & Fish) (Dept. of Natural Resources)	
<input type="checkbox"/> Health Permit (Dept. of Health/County)	
<input type="checkbox"/> Hydraulics Project Approval (HPA) (Dept. of Fish & Wildlife)	
<input type="checkbox"/> NEPA (Federal Agencies)	
<input type="checkbox"/> SEPA (Local or State Agencies)	
<input type="checkbox"/> Shoreline Permit (City/County)	
<input type="checkbox"/> Water Quality Certification (Section 401) (County/Dept. of Ecology)	
<input type="checkbox"/> Water Rights / Well Drilling Permit (Dept. of Ecology)	
<input type="checkbox"/> Other Required Permits (identify)	
<input type="checkbox"/> None – No Permits Required	

**General permit information can be obtained at the
Dept. of Ecology's Permit Assistance Center,
800/ 917-0043, or
on the Internet at
www.ecy.wa.gov/programs/sea/pac.**

10. BIG: Evaluation Questions

All Applicants Must Answer The Following Questions
(Applicants may use these forms or submit per instructions on page 6.)

Under this proposal, will facilities be constructed, renovated, and maintained for tie-up facilities for transient nontrailerable recreational vessels 26 feet or longer? Explain.

Does this proposal provide for public/private and public/public partnership efforts to develop, renovate, and maintain tie-up facilities? (These partners must be other than the US Fish & Wildlife Service and IAC.) Explain.

Does this proposal use innovative techniques to increase the availability of tie-up facilities for transient nontrailerable recreational vessels (includes education/information)? Explain.

Does this proposal include private, local, or other State funds in addition to the non-federal match? Explain.

Is this proposal cost efficient? Explain. (Proposals are cost efficient when the tie-up facility or access site's features add a high value compared with the funds from the proposal, for example, where you construct a small feature such as a transient mooring dock within an existing harbor that adds high value and opportunity to existing features (restrooms, utilities, etc.). A proposal that requires installing all of the above features would add less value for the cost.)

Does this proposal provide a significant link to prominent destination way points, such as those near metropolitan population centers, cultural or natural areas, or that provide safe harbors from storms? Explain.

Does this proposal provide access to recreational, historic, cultural, natural, or scenic opportunities of national, regional, or local significance? Explain.

Does this proposal provide significant positive economic impacts to a community? For example, is it a project that costs \$100,000 and attracts a number of boaters who altogether spend \$1 million a year in the community? Explain.

Does this proposal include multi-state efforts that result in coordinating location of tie-up facilities? Explain.

11. Maps, Plans, & Visuals

Eight copies of each map, plan, or visual must be provided to IAC for Tier 1 proposals.

Two copies of each, for Tier 2 proposals.

A. Maps	<p>Submit separate maps detailing a project's regional and site location or one map that shows the required features for both. IAC uses these maps for evaluation and site visit purposes.</p> <ol style="list-style-type: none"> 1. Regional location map – Shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, highways, major water bodies, etc., so IAC staff can locate the precise worksite to within 5 to 10 miles. County, city, and national forest maps work well for describing regional locations. 2. Site location map – Shows the specific location of your project. This map must show the project in relation to local roadways, landmarks, etc. If possible, show the boundaries of your site on the map. The street maps found in many local phone books make good site location maps. 3. Service Area Map – These maps vary depending on the type of project submitted. <ul style="list-style-type: none"> ▶ For projects serving local populations, the service area is often the locale from which approximately 80 percent of the users will come. On your map, mark the service area boundary, identify your worksite, and all existing opportunities of the type and scope in your application (e.g., docks, buoys, piers, etc.). ▶ For projects serving regional and/or statewide populations, the service area is much broader. Instead of showing this broad geographic region, show your worksite and existing opportunities within the general vicinity of your project. These facilities should be the same type as that in your application (e.g., docks, buoys, piers, etc.) and which are most likely to be used by the same clientele.
B. Plans	<ul style="list-style-type: none"> ▶ Development Projects. Submit the site plan on 8½" x 11" paper. ▶ Education Projects. Provide a <i>rough draft</i> of the guide, brochure, or plan that graphically shows the proposal.
C. Visuals	<p>Visuals are optional. Submit no more than two separate file-size visuals that help describe your project: photos, drawings, charts, graphs, etc. Evaluators may use visuals as an aid in better understanding your proposal.</p>

Application Complete	<p>If you have prepared all applicable items identified on the Application Checklist, page 8, you have now completed your grant application.</p> <p>Congratulations!</p> <p>Please package and mail to IAC at the address listed on page 1. Applications must be submitted (postmarked) no later than:</p> <ul style="list-style-type: none">➤ Tier 1 - March 1, 2004➤ Tier 2 - March 1, 2004
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► 12. BIG: Authorizing Resolution**You may reproduce on your own paper; text may not change.**

Organization Name _____ Resolution No. _____

Project Name(s) _____

A resolution authorizing application(s) for funding assistance for a Boating Infrastructure Grant Program (BIG) project to the Interagency Committee for Outdoor Recreation (IAC).

WHEREAS, under the provisions of BIG, federal funding assistance is requested to aid in financing the cost of facility development, or information and education; and

WHEREAS, our organization considers it in the best public interest to complete the development or information and education project described in the application;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The _____ [MAYOR, DIRECTOR, PRESIDENT, ETC.] be authorized to make formal application to IAC for funding assistance;
2. Any fund assistance received be used for implementation of the project referenced above;
3. Our organization hereby certifies that its share of project funding is committed and will be derived from
[SPONSOR MATCHING RESOURCES]: _____

_____;
4. We acknowledge that we are responsible for supporting all non-cash commitments to the sponsor share should they not materialize; [if applicable]
5. We acknowledge that any facility developed with IAC financial aid must be placed in use as an outdoor recreation facility and be retained in such use for a minimum of twenty years unless otherwise provided and agreed to by our organization, the IAC, and the US Fish & Wildlife Service;
6. We have read both the federal guidelines and state policies for the BIG program and agree to abide by those guidelines and policies; and
7. This resolution becomes part of a formal application to IAC; and
8. We are providing appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held:

Location _____ Date _____

Signed and approved by the following authorized representative:

Signed _____

Title _____ Date _____

Attest: _____

Approved as to form _____

Appendix A: Evaluation Criteria¹

- (1) **Plan to construct, renovate, and maintain tie-up facilities** for transient nontrailerable recreational vessels following priorities identified in your State's program plan that the Secretary of the Interior has approved under section 7404(c) of the Sportfishing and Boating Safety Act.²
..... 15 points.
- (2) **Provide for public/private and public/public partnership** efforts to develop, renovate, and maintain tie-up facilities. These partners must be other than the Service and lead State agency:
- (i) One partner 5 points.
 - (ii) Two partners..... 10 points.
 - (iii) Three or more partners..... 15 points.
- (3) **Use innovative techniques** to increase the availability of tie-up facilities for transient non-trailerable recreational vessels (includes education/information)..... 0 – 15 points.
- (4) **Include private, local, or other State funds** in addition to the non-Federal match described in Sec. 86.42:³
- (i) Twenty-six percent to thirty-five percent..... 5 points.
 - (ii) Between thirty-six and forty-nine percent 10 points.
 - (iii) Fifty percent and above 15 points.
- (5) **Are cost efficient.** Proposals are cost efficient when the tie-up facility or access site's features add a high value compared with the funds from the proposal, for example, where you construct a small feature such as a transient mooring dock within an existing harbor that adds high value and opportunity to existing features (restrooms, utilities, etc.). A proposal that requires installing all of the above features would add less value for the cost..... 0 – 10 points.
- (6) **Provide a significant link** to prominent destination way points such as those near metropolitan population centers, cultural or natural areas, or that provide safe harbors from storms. 0 – 10 points.
- (7) **Provide access** to recreational, historic, cultural, natural, or scenic opportunities of national, regional, or local significance. Projects that provide access to opportunities of national, regional, or local significance receive 5 points for each, for:..... A maximum of 15 points.
- (8) **Provide significant positive economic impacts** to a community. For example, a project that costs \$100,000 and attracts a number of boaters who altogether spend \$1 million a year in the community..... 1 – 5 points.
- (9) **Include multi-State efforts** that result in coordinating location of tie-up facilities. 0 – 5 points.

Total possible points 105 points.

¹ The US Fish and Wildlife Service established these criteria for use in federal fiscal years 2000-2004. IAC staff will notify applicants if the USFWS modifies the criteria for federal fiscal year 2004 or for any subsequent grant round.

² This question was not used to evaluate proposals in federal fiscal years 2000 – 2003. IAC will notify applicants if it will be used in future grant rounds.

³ This is Section 86.42, 50 CFR Part 86 Boating Infrastructure Grant Program Final Rule.

Appendix B: Valuing Donations, Corrections Labor

INTRODUCTION

This section summarizes policies regarding a sponsor's donation to a project for purposes of matching an IAC grant.

- ▶ All donations must be an integral and necessary part of an approved project.
- ▶ The maximum reimbursed by the IAC shall never exceed the cash expended on the project.
- ▶ All donations must be documented for billing purposes.
- ▶ Portions of a donation *not* used as a match may *not* be carried over to another project.
- ▶ Except for cash, all donations must be in one of the following categories.

Donated Equipment

1. Definition—The use of equipment for project purposes with no financial reimbursement.
2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways:
 - a. Through publications that provide the national or regional average rates for construction equipment, or
 - b. Through the rates set by nearby federal, state, or local agencies that own the same equipment.
3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek IAC staff approval of an additional equipment classification. The request to IAC should include the equipment description, recommended hourly/daily/weekly rate, and information that supports the recommended rate.
4. Under no circumstances will IAC allow equipment donations to exceed the replacement value of the equipment.
5. Equipment shall always be valued at the most economical rate –hourly, daily, weekly, etc.
6. Equipment with a replacement value of less than \$200 may not be valued for equipment donation purposes.
7. Use of personal vehicles shall always be valued at a “per mile” cost not to exceed \$0.30 a mile. IAC staff will periodically review and adjust the mileage rate.
8. Stock shall be valued at no more than \$45/day/per animal.
9. Equipment operator services must be valued separately and listed as Donated Labor.
10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune-ups, and lubrication.

Donated Labor

1. Definitions:
 - a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time.
 - b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonable justify (and document) valuing the individual's time at a higher value.
2. Who May Provide. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers.
3. Unskilled Labor. In January of each year, IAC staff will set the maximum labor rate that can be used by sponsors when valuing unskilled donated labor. The rate shall be within the 25th to 75th percentile of the statewide wage for "Landscaping and Grounds-keeping Workers" as determined by the Employment Security Department (ESD). The current rate is \$11.00.
4. Skilled Labor. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting www.iac.wa.gov/resourcelinks.
5. Unclassified. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC staff approval of an additional job classification. The request to IAC should include the job description, recommended volunteer wage, and information that supports the recommended wage.
6. Start Time. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time begins when the volunteer leaves home or the agency/organization work station, whichever is closer to the work site.
7. Travel Time. Travel time is not considered a donation if the volunteer is reimbursed for mileage/transportation costs.
8. Other Employees. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

Donated Materials

1. Definition—Materials provided to the project applicant for no cost.
2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

Corrections Labor

Corrections labor is the work performed by a person due to a sentence passed

down by the criminal justice system or through work release while incarcerated. This includes work performed by individuals while incarcerated as well as work by those performing community service in lieu of a fine or jail time.

Sponsors can value corrections labor according to IAC's donated labor policy. If workers are paid, sponsors may claim the wages as a reimbursable expense. The difference between the amount the worker is paid and the donated labor rate (as determined by IAC's donated labor policy) can be claimed as a donation.

Example: The worker is a skilled equipment operator and the sponsor provides documentation that supports a labor rate of \$22.00 an hour. If the worker is paid 35¢ an hour, the sponsor could claim 35¢ an hour as a reimbursable expense and claim \$21.65 an hour as a (non-reimbursable) donated labor match for an LAC project.

Should a conflict arise regarding the definition of correction labor, IAC will defer to federal policies.

Appendix C: IAC Board Policies

IAC Board Policies

IAC's Board adopted BIG Program policies in 2001. The information included here is designed to supplement and/or clarify policies found throughout this booklet.

1. Applicants and applications must meet all federal eligibility requirements as specified in 50 Code of Federal Regulations Part 86, Boating Infrastructure Grant Program; Final Rule.
2. There are two funding categories for the BIG Program: Tier 1 and Tier 2. The primary differences in the categories are fund limits and evaluations. This summary is provided to help applicants see the similarities and differences between the two categories.
 - a. Tier 1:
 - ▶ Applicants must request a minimum of \$5,000.
 - ▶ Applicants may not request more than \$95,000 per project.
 - ▶ An IAC approved evaluation team will evaluate projects using criteria established by the US Fish & Wildlife Service. Typically the Boating Facilities Program Advisory Committee serves as the evaluation team.
 - b. Tier 2:
 - ▶ Applicants must request a minimum of \$100,001 per project.
 - ▶ Applications will be reviewed by IAC staff for eligibility and then forwarded, without State evaluation, for national competition.
 - ▶ Project proposals will be sent to the US Fish & Wildlife Service for evaluation and funding approval.
3. Land acquisition is not eligible.

Appendix D: Sample Program Narrative

Required for Tier 2 Applicants

STATE: California

PROJECT NO.: F - 92- B

PERIOD: September 1, 1998 to September 1, 2000

PROJECT TITLE: Lake San Antonio Public Access. Monterey County

JOB TITLE: Boat Launching Facilities Improvements

OBJECTIVE:

To improve three of the five existing boat launching facilities at Lake San Antonio: Pleyto Launch Ramp on the North Shore, Lynch Boat Launch Ramp on the South Shore and Harris Creek Boat Launch Ramp on the South Shore.

NEED:

This is a cooperative project between the Department of Boating and Waterways (DBW) and the County of Monterey to upgrade the boat launching ramps at Lake San Antonio, which is located on the San Antonio River approximately 22 miles north of the town of Paso Robles in Monterey County. The San Antonio River is a tributary of the Salinas River, which flows north to the Pacific Ocean at Monterey Bay. The Lake San Antonio dam was built in 1962 to control the waters of the Salinas River. Lake San Antonio is 14 miles long, has 55 miles of shoreline and a maximum depth of nearly 200 feet. Owned by Monterey County, Lake San Antonio is the County's premier freshwater recreation area. The area offers visitors year round activities including camping, fishing, swimming, boating and water-skiing. The reservoir has approximately 5,700 surface acres and supports a warm water fishery as well as trout in the winter. Services include boat berthing, fuel docks, general store, cabin rentals, restrooms, paved parking, five boat launching ramps and boarding floats. There are five boat-launching facilities at Lake San Antonio identified as North Shore, Basham, Pleyto, Lynch and Harris Creek. The North Shore facility was developed with (DBW) grant funds in 1985 and the Basham launching facility was improved with WCB funds in 1987. The existing parking area improvements at Pleyto, Lynch and Harris are all more than 30 years old and the paving in these three areas has served its functional and economic life.

RESULTS AND EXPECTED BENEFITS

This project will upgrade and improve existing facilities in three locations and prevent further deterioration to those facilities. Upgrading this project will improve boat access to Lake San Antonio, which provides wildlife viewing, boating and fishing opportunities for the public.

APPROACH

After inspecting the launching facilities, it is advisable and cost effective to improve the existing facilities. The proposed project is primarily a major repaving of the large parking areas at Pleyto, Lynch, and Harris Creek launching facilities. The work at Pleyto Launch Ramp includes paving 138,000 square feet of parking area with asphalt concrete, 31,000 lineal feet of parking space striping, and 785 feet of curbing. The work at Lynch Launch Ramp includes paving the upper and lower parking areas. The combined area to be paved is 396,000 square feet and includes 60,000 feet of striping and 3,000 feet of curbing. The Harris Creek Launch Ramp also has upper and lower parking areas, however, only the upper area will be improved. The work will include paving 221,000 square feet, 54,000 feet of striping and 2,080 feet of curbing. The PROJECT also includes amenities at each location such as slope protection work, drainage facilities, parking barriers, signs, night lighting, landscaping, and irrigation systems.

Each of the parking areas will be redesigned in an effort to improve the traffic flow and increase the number of parking spaces. Permanent project signs will be provided at each site which will give credit to the (DBW) for grant funding, to Monterey County for operation of the facilities and to identify the funding by the Federal Aid in Sport Fish Restoration Account.

Cost Estimate:

Pleyto Launching Area			
Parking Area Work	\$128,000.00		
Amenities	<u>\$ 20,000. 00</u>		
Subtotal	\$148,000.00		\$148,000.00
Lynch Launching Area			
Parking Area Work	\$355,000.00		
Amenities	<u>\$ 30,000.00</u>		
Subtotal	\$385,000.00		\$385,000.00
Harris Creek Launching Area			
Parking Area Work	\$208,000.00		
Amenities	<u>\$ 20,000.00</u>		
Subtotal	\$228,000.00		<u>\$228,000.00</u>
Combined Subtotal			\$761,000.00
Contingency			\$ 76,000.00
Engineering/Inspection			<u>\$ 76,000.00</u>
TOTAL ESTIMATED COST			\$913,000.00

The twenty-five percent (25%) State match will be from the Department of Boating and Waterways (California Harbors and Watercraft Revolving Fund).

OPERATION REQUIREMENTS

The Lake Antonio Public Access area is owned by the County of Monterey, who has been operating and maintaining the site since 1962. The County has agreed to enter into a twenty-year agreement with the Department of Boating and Waterways to continue to operate and maintain the facilities.

CEQA REQUIREMENTS

The project is exempt under CEQA pursuant to Section 15301, Class 1, repair or minor alteration of existing structures, facilities or topographical features. The Notice of Exemption has been filed by the County of Monterey for the project (see attached copy).

PROJECT LOCATION

Lake San Antonio is located in the south end of the Salinas Valley on the San Antonio River, tributary of the Salinas River which flows north to the Pacific Ocean at Monterey Bay; Highways 1, 101 and 46 are the major routes to the area. The North Shore can be reached by car from either King City or Bradley via Jolon Road north bound to Pleyto Road, then south to the project site. The South Shore can be reached by car from King City via Jolon Road to Interlake Road to San Antonio Road, then north to the project site. All access roads are paved.

Appendix E: Post Approval Requirements

Boating Infrastructure Grant Program Post Approval Checklist				
✓	Item	Page	Development	Non-Capital: Information & Education
	Certification of Matching Share	Page 36	✓	✓
	Milestones	Page 36	✓	✓
	Control and Tenure	Page 36	✓	
	Articles of Incorporation & By-Laws (Private and nonprofit organizations)	Page 37	✓	✓
	Authorizing Resolution (Local agencies and nonprofit orgs.)	Page 26	✓	✓
	Federal Forms			
	▶ Assurances-Non-const. Programs	Page 39	.	✓
	▶ Assurances-Construction Programs	Page 41	✓	.
	▶ Certification Regarding Debarment	Page 43	✓	✓
	NEPA Compliance Checklist	Page 46	✓	✓
	Federal Aid Section 7 Evaluation Form	Page 47	✓	✓
<p>All Post Approval materials are due no later than 3/31/05. (Or 90 days after funding approval whichever comes first.)</p>				

Post Approval Materials The Post Approval Checklist outlines the required materials.

Certification of Matching Share Prior to final funding approval, applicants are asked to verify that their matching share is committed and is available for use. IAC will send a letter to applicants, who may be funded, to request verification of the applicant share.

Resolution **Local Agencies & Nonprofit Organizations.** To ensure the applicant's governing board supports the project, provide an original or copy of the Authorizing Resolution approving the request for IAC funding assistance.

Federal Forms Federal grants require applicants to sign additional forms, including a Standard Assurance form (beginning on page 39) and a Lobbying and Disbarment form (beginning on page 43). Please read, sign, and return the applicable forms to IAC.

Milestones	<p>All applicants must complete a Milestone Worksheet. Milestones are used to help manage projects, determine the project reimbursement period, and set the project completion date included in the Agreement. IAC sends this worksheet to applicants shortly before funding is approved.</p>
Control and Tenure Documents	<p>To protect the IAC capital investment, sponsors must have adequate control and tenure of development project areas. This may be documented in several ways, including by showing fee title land ownership, a lease, use agreement, or easement. Before executing a Project Agreement, the applicant must provide IAC with:</p> <ul style="list-style-type: none">▶ Current title information for project property <i>owned by the applicant</i>. This information must include:<ul style="list-style-type: none">▷ Legal description,▷ Deed restrictions and encumbrances,▷ Documentation of current ownership, and▷ Easements.<p>Be sure and explain the immediate or potential impact of any restriction, easement, or encumbrance.</p>▶ Copies of applicable leases, easements, or use agreements on the area or property to be developed, <i>if not owned by the sponsor</i>. Under this option:<ul style="list-style-type: none">▷ The lease, easement, or use agreement must extend for at least 20 years from the date of final IAC project approval.▷ The lease, easement, or use agreement may not be revocable at will.▷ The sponsor must provide evidence that the proposed development and its intended uses are consistent with and legally permissible under the conditions of the lease, easement, or agreement.

- | | |
|---|---|
| Articles of Incorporation & Bylaws | If not previously submitted to IAC, nonprofit organizations must provide a copy of their articles of incorporation, bylaws, and amendments (if applicable). |
| Environmental Clearance | Applicants must complete a NEPA Compliance Checklist (page 46) and Section 7 Evaluation Form (page 47). Supplemental information may be required for successful applicants. |

► **Federal Forms: Assurances—Non-Construction Programs – 424B**

OMB Approval No. 0348-0040

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

► **Federal Forms: Assurances—Construction Programs - 424D**

OMB Approval No. 0348-0042

ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards, which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

► **Federal Forms: Certification Regarding Debarment - DI-2010**

U.S. Department of the Interior

**Certifications Regarding Debarment, Suspension and
Other Responsibility Matters, Drug-Free Workplace
Requirements and Lobbying**

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

**PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

CHECK___ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- (A) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently INDICTED for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

CHECK___ IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK___ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b) (c) (d) (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on files that are not identified here.**PART D: Certification Regarding Drug-Free Workplace Requirements***CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL*

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

**PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements***CHECK IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000 A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT**CHECK IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR*

SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have **been paid or will be** paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true:

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TYPED NAME AND TITLE

DATE

► NEPA Compliance Checklist - 3-2185

Grant/Project Name:

This proposal ☐ is ☐ is not completely covered by categorical exclusion No(s) , 516 DM 6 Appendix 1
(check: (✓) one) (Review proposed activities. An appropriate categorical exclusion must be identified before completing the remainder of the Checklist. If a categorical exclusion cannot be identified, or the

proposal cannot meet the qualifying criteria in the categorical exclusion, an EA must be prepared.)

Exceptions:

Will This Proposal (check (✓) yes or no for each item below):

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1. Have significant adverse effects on public health or safety.
<input type="checkbox"/>	<input type="checkbox"/>	2. Have adverse effects on such unique geographic characteristics as historic or cultural resources, park, recreation or refuge lands, wilderness areas, wild or scenic rivers, sole or principal drinking water aquifers, prime farmlands, wetlands, floodplains, or ecologically significant or critical areas, including those listed on the Department's National Register of Natural Land marks.
<input type="checkbox"/>	<input type="checkbox"/>	3. Have highly controversial environmental effects.
<input type="checkbox"/>	<input type="checkbox"/>	4. Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks.
<input type="checkbox"/>	<input type="checkbox"/>	5. Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects.
<input type="checkbox"/>	<input type="checkbox"/>	6. Be directly related to other actions with individually insignificant, but cumulatively significant environmental effects
<input type="checkbox"/>	<input type="checkbox"/>	7. Have adverse effects on properties listed or eligible for listing on the National Register of Historic Places.
<input type="checkbox"/>	<input type="checkbox"/>	8. Have adverse effects on species listed or proposed to be listed on the List of Endangered or Threatened Species or have adverse effects on designated Critical Habitat for these species.
<input type="checkbox"/>	<input type="checkbox"/>	9. Have material adverse effects on resources requiring compliance with Executive Order 11988 (Floodplain Management), Executive Order 11990 (Pro section of Wetlands), or the Fish and Wildlife Coordination Act.
<input type="checkbox"/>	<input type="checkbox"/>	10. Threaten to violate a Federal, State, local or tribal law or requirement imposed for the protection of the environment.

(If any of the above exceptions receive a "Yes" check (✓), an EA must be prepared.)

Concurrences/Approvals:

Project Leader: _____ Date: _____

State Authority Concurrence: _____ Date: _____
(with financial assistance signature authority, if applicable)

Within the spirit and intent of the Council of Environmental Quality's regulations for implementing the National Environmental Policy Act (NEPA) and other statutes, orders, and policies that protect fish and wildlife resources, I have established the following administrative record and have determined that the grant/agreement/amendment

- ☐ Is a categorical exclusion as provided by 516 DM 6, Appendix 1. No further NEPA documentation will therefore be made.
- ☐ is not completely covered by the categorical exclusion as provided by 516 DM 6, Appendix 1. An EA must be prepared.
- ☐ includes other attached information supporting the Checklist.

Service signature approval:

RO or WO Environmental Coordinator: _____ Date: _____

Staff Specialist, Division of Federal Aid: _____ Date: _____
(or authorized Service representative with financial assistance signature authority)

► **Federal Aid Section 7 Evaluation Form – Phase I**

State/Agency: _____

Originated by: _____

Grant Document Number and Title: _____

Project Number: _____

Grant Period: _____

1. Is your project within the affected range of species listed, proposed for listing, or having candidate status under the federal Endangered Species Act or their critical habitats? Y/N If so, list all species and ESUs and the listing status of each. If your answer is "No," go to number 6.
2. Will your project affect any individuals of those species or their critical habitats? Y/N (see instruction sheet for examples)
3. Describe any federal permits (and permit numbers), consultations (and Biological Opinion [BO] tracing numbers), exemptions under ESA section 4(d), or other pertinent authorizations (such as state permits or Corps permits) that you may have. If all of your expected take is authorized, complete this item and go to number 6.
4. Provide a brief general outline of the activities of your project and its objectives, and describe any ways that it may contribute to the conservation of listed species (attach as needed).
5. If you indicated that you will affect ESA species describe: the species involved location, time periods, the nature of the take (e.g., lethal or non-lethal; by trapping/tagging; seining/measuring, why the take will occur and the number of individuals of each species or ESU that you may encounter. Please provide a map. (attach as needed)
6. Agency Approval:

Date

Printed Name and Title